

County of Bernalillo

State of New Mexico

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Purchasing Department

ONE CIVIC PLAZA, N.W.
ALBUQUERQUE, NM 87102
(505) 468-7013
FAX (505) 468-7067

December 4, 2011

TO: All Prospective Bidders
FROM: Annie Baca, Buyer
RE: Request for Bids (RFB) #0031-12-AB
Printing Services

The Bernalillo County Purchasing Department is currently requesting sealed bids from prospective bidders for the establishment of a price agreement for Printing Services.

For registered vendors, pertinent RFB documents, including the Scope of Work, and the proposed contract document and any issued addendums pertaining to this procurement, can be downloaded through the purchasing website at no cost. For vendors who are not registered, interested parties are welcome to register through the County's purchasing website, www.bernco.gov/purchasing and pay the required annual fee of \$50.00 plus a convenience fee of \$1.49 to process payment by credit card or \$1.49 per e-check. Newly registered vendors will then have the ability to download the RFB document and any issued addendums immediately following registration. Vendors are also welcome to contact Jacque Little at (505) 468-7387 or jlittle@bernco.gov for assistance in the on-line registration or to request a hard copy of the documents at a cost of .50 cents per page.

A Mandatory pre-bid conference will be held on Wednesday, **December 14, 2011 at 10:00 a.m.** (local time) at the Albuquerque/Bernalillo County Government Center, One Civic Plaza NW, 10th Floor, Purchasing Conference Room C, Albuquerque, N.M. 87102.

Sealed bids must be addressed and delivered to the Bernalillo County Purchasing Department, One Civic Plaza, N.W., 10th Floor, Room 10010, Albuquerque, N.M. 87102 no later than **2:00 p.m. (local time) on December 28, 2011** at which time the public opening and reading of bids received will begin. Delivery of bids is the sole responsibility of the bidder. The Purchasing Department will date and time stamp the sealed envelope upon receipt.

Questions regarding the bid submittal process, instructions to bidders or terms and conditions, shall be directed to the Buyer, Annie Baca (505) 468-7269 (phone), Fax (505) 468-7067, E-mail to acbaca@bernco.gov.

xc: RFB File #0031-12-AB